

INSTRUCTIONS FOR NAME AND TAX ID CORRECTIONS

The name and/or tax ID cannot be changed on your existing profile. Therefore, you will need to re-register by following the instructions below:

1. Click on the **New Vendor Registration** button on the **On-Line Bidding/Vendor Registration System** home page.
2. The **Vendor Name Search** page will open. If you are re-registering with a new name, go to Step 3. If you are re-registering with a new Tax ID, go to Step 17. If you are re-registering with a new name and a new Tax ID, go to Step 23.

3. Re-registering with a New Name

Type in at least three characters of your old legal name of entity/individual, click on the “Starts with” (default selection) or “Includes” radio button, and click the **Search** button.

4. The **Vendor Name Search Results** page opens with a listing of vendors that meets the criteria of your search.

If you find your old legal name of entity/individual listed in the Vendor Name Column, click **Add New Location** under the location of your entity and go to Step 5.

If you do not find your old legal name of entity/individual listed in the Vendor Name Column, go to Step 11.

5. The **FEIN/SSN Validation** page opens. You must verify your vendor federal employer identification number (FEIN)/social security number (SSN). Type in your vendor FEIN/SSN and click the **Submit** button.
6. If the FEIN/SSN entered matches the FEIN/SSN contained in the state’s database for this vendor profile, the **Vendor Registration** page will be displayed with the Legal Name of Entity/Individual field completed with your old name. Create and enter your own User ID and Password. Be sure to remember the User ID and Password, since you will be required to enter them to access your vendor profile in the future. **Replace the Legal Name of Entity/Individual with your new name.** Complete the remaining fields with a red asterisk. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.

7. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.
8. The **Vendor Registration Confirmation** page opens confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password to verify and/or correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_BID_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

9. On the **Vendor Registration Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to proceed with registering for commodity/service codes under

your new registration. Instructions on **How to Register for Commodity/Service Codes** can be accessed by clicking the **Registration Instructions** button on the **On-Line Bidding/Vendor Registration System** home page. After you have registered for commodities/services, you have completed entering your new vendor registration.

10. Notify the On-Line Bidding Administrator by e-mail (OLB_BID_ADMIN@oa.mo.gov) that you previously established a vendor registration and had to re-register with a new name. In the e-mail include the following information:

Original Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

New Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

Primary Name and Address for the Tax ID Number – If the Tax ID Number provided is a Federal Employer Identification Number (FEIN) you must provide the primary name and address as filed with the Internal Revenue Service. If the Tax ID Number provided is a Social Security Number (SSN), provide the primary name and address as filed with the Social Security Administration.

Effective Date and Reason for Change - Include the date the change legally took effect and briefly describe the change.

11. Old Legal Name of Entity/Individual Not Found

If you did not find your old legal name of entity/individual listed in the Vendor Name Column on the **Vendor Name Search Results** page, you may try to search for your vendor profile again by scrolling down to the **“Couldn’t find your company in our vendor listing?”** section to conduct another search. (Be sure to review name abbreviation policies). If you are convinced your old legal name of entity/individual is no longer in the state’s database, review and follow the instructions in the box at the bottom of the **Vendor Name Search Results** page.

12. When you enter a Tax ID, click on the FEIN (federal employer identification number) or SSN (social security number) radio button (default is FEIN), and click on the **New Vendor Registration** button, the **Tax ID Validation** page will be displayed. If the Tax ID number entered is a valid number and does not already exist in the database, the **Tax ID Validation** page will display the Tax ID number and Type you entered. If the entries are not correct, click on the **No** button and you will be returned to the **Vendor Name Search Results** page where you may re-enter the Tax ID number and Type. If the entries are correct, click on the **Yes** button. Once you click the **Yes** button, the **Vendor Registration** page will be displayed and the Federal Tax ID field will be completed with the Tax ID number you entered on the **Vendor Name Search Results** page. Create and enter your own User ID and Password. Be sure to remember the User ID and Password since you will be required to enter them to access your vendor profile in the future. Enter your new name in the Legal Name of Entity/Individual field and complete the remaining fields with a red asterisk. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.
13. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.
14. The **Vendor Registration Confirmation** page opens confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password to verify and/or correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_BID_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

15. On the **Vendor Registration Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to proceed with registering for commodity/service codes under your new registration. Instructions on **How to Register for Commodity/Service Codes** can be accessed by clicking the **Registration Instructions** button on the **On-Line Bidding/Vendor Registration System** home page. After you have registered for commodities/services, you have completed entering your new vendor registration.

16. Notify the On-Line Bidding Administrator by e-mail (OLB_BID_ADMIN@oa.mo.gov) that you previously established a vendor registration and had to re-register with a new name. In the e-mail include the following information:

Original Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

New Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

Primary Name and Address for the Tax ID Number – If the Tax ID Number provided is a Federal Employer Identification Number (FEIN), provide the primary name and address as filed with the Internal Revenue Service. If the Tax ID Number provided is a Social Security Number (SSN), provide the primary name and address as filed with the Social Security Administration.

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17. Re-registering with a New Tax ID Number

Type in at least three characters of your legal name of entity/individual, click on the “Starts with” (default selection) or “Includes” radio button, and click the **Search** button.

The **Vendor Name Search Results** page opens with a listing of vendors that meets the criteria of your search.

Since you are registering with a new Tax ID, scroll down to the box located on the bottom half of the page, review and follow the instructions in the box.

18. When you enter the new Tax ID, click on the FEIN (federal employer identification number) or SSN (social security number) radio button (default is FEIN), and click on the **New Vendor Registration** button, the **Tax ID Validation** page will be displayed. If the Tax ID number you entered is a valid number and does not already exist in the database, the **Tax ID Validation** page will display the Tax ID number and Type you entered. If the entries are not correct, click on the **No** button and you will be returned to the **Vendor Name Search Results** page, where you may re-enter the Tax ID number and Type. If the entries are correct, click on the **Yes** button. Once you click on the **Yes** button, the **Vendor Registration** page will be displayed with the Federal Tax ID field completed with the new Tax ID number you entered on the **Vendor Name Search Results** page. Create and enter your own User ID and Password. Be sure to remember the User ID and Password since you will be required to enter them to access your vendor profile in the future. Complete all fields with a red asterisk. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.
19. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.
20. The **Vendor Registration Confirmation** page opens confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password to verify and/or correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_Bid_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

21. On the **Vendor Registration Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to proceed with registering for commodity/service codes under your new registration. Instructions on **How to Register for Commodity/Service Codes** can be accessed by clicking the **Registration Instructions** button on the **On-Line Bidding/Vendor Registration System** home page. After you have registered for commodities/services, you have completed entering your new vendor registration.
22. Notify the On-Line Bidding Administrator by e-mail (OLB_BID_ADMIN@oa.mo.gov) that you previously established a vendor registration and had to re-register with a new Tax ID. In the e-mail, include the following information:

Original Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

New Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

Primary Name and Address for the Tax ID Number – If the Tax ID Number provided is a Federal Employer Identification Number (FEIN), provide the primary name and address as filed with the Internal Revenue Service. If the Tax ID Number provided is a Social Security Number (SSN), provide the primary name and address as filed with the Social Security Administration.

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23. Re-registering with a New Name and a New Tax ID Number

Type in at least three characters of your new legal name of entity/individual, click on the “Starts with” (default selection) or “Includes” radio button, and click the **Search** button.

The **Vendor Name Search Results** page opens with a listing of vendors that meets the criteria of your search.

Since you are registering with a new name and a new Tax ID number, scroll down to the box located on the bottom half of the page, review and follow the instructions in the box.

24. When you enter the new Tax ID number, click on the FEIN (federal employer identification number) or SSN (social security number) radio button (default is FEIN), and click on the **New Vendor Registration** button; the **Tax ID Validation** page will be displayed. If the Tax ID number entered is a valid number and does not already exist in the database, the **Tax ID Validation** page will display the Tax ID number and Type you entered. If the entries are not correct, click on the **No** button and you will be returned to the **Vendor Name Search Results** page, where you may re-enter the Tax ID number and Type. If the entries are correct, click on the **Yes** button. Once you click on the **Yes** button, the **Vendor Registration** page will be displayed with the Federal Tax ID field completed with the new Tax ID number you entered on the **Vendor Name Search Results** page. Create and enter your own User ID and Password. Be sure to remember the User ID and Password, since you will be required to enter them to access your vendor profile in the future. Enter your new name in the **Legal Name of Entity/Individual** field. Complete all remaining fields with a red asterisk. All other fields are optional. Take caution when typing in your e-mail address to ensure that it is correct.
25. When completed, click the **Update** button at the bottom of the **Vendor Registration** page.

26. The **Vendor Registration Confirmation** page opens, confirming your registration. You will also receive an e-mail confirmation notice within 24 hours. If you do not receive an e-mail notice, log-in to the website with your User ID and Password to verify and/or correct your e-mail address. If your e-mail address is correct, notify the OLB Bid Administrator at OLB_Bid_ADMIN@oa.mo.gov.

You will also receive an on-line confirmation and an e-mail confirmation when you make changes to your vendor profile.

27. On the **Vendor Registration Confirmation** page, click on the **Register for Commodity/Service Codes** link at the bottom of the page to proceed with registering for commodity/service codes under your new registration. Instructions on **How to Register for Commodity/Service Codes** can be accessed by clicking the **Registration Instructions** button on the **On-Line Bidding/Vendor Registration System** home page. After you have registered for commodities/services, you have completed entering your new vendor registration.
28. Notify the On-Line Bidding Administrator by e-mail (OLB_BID_ADMIN@oa.mo.gov) that you previously established a vendor registration and had to re-register with a new name and a new Tax ID number. In the e-mail, include the following information:

Original Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

New Vendor Registration – Tax ID Number, Legal Name of Entity/Individual, Address, and Phone Number

Primary Name and Address for the Tax ID Number – If the Tax ID Number provided is a Federal Employer Identification Number (FEIN), provide the primary name and address as filed with the Internal Revenue Service. If the Tax ID Number provided is a Social Security Number (SSN), provide the primary name and address as filed with the Social Security Administration.

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